



## **Finance Officer**

The mission of CIRM is to support and advance stem cell research and regenerative medicine under the highest ethical and medical standards for the discovery and development of cures, therapies, diagnostics and research technologies to relieve human suffering from chronic disease and injury. The Institute funds basic, pre-clinical, clinical, and translational science to generate new knowledge that will push the field forward toward therapies and cures.

CIRM is seeking candidates for the position of Finance Officer, reporting to the Vice President of Operations and is responsible for overall financial matters of the California Institute for Regenerative Medicine.

### **Requirements**

- Bachelor's degree in business administration or a related field and ten years of increasingly responsible professional experience in the management of financial operations or an equivalent combination of education and experience.
- Sound technical and organizational skills, analytical ability, and good judgment with a strong customer service focus.
- Self-directed individual who can effectively and collaboratively work as a team player.
- Ability to relate to people at all levels of an organization and possesses excellent communication skills, both oral and written.
- Excellent negotiating and presentation skills.
- A decisive individual who possesses a "big picture" perspective and is well versed in systems.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Strong Microsoft Office experience- Word & Excel.

### **Desired Qualifications:**

- Knowledge of the organization and functions of the California State Government.
- Experience working in or with state government agencies.

### **Salary Range and Benefits:**

The salary range for this position is \$106,912-\$160,368. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

The position is open until a suitable candidate is found.

CIRM offers a competitive compensation package including a Defined Benefit plan, generous health and leave options. See the following website for more detailed benefit information <http://www.dpa.ca.gov/benefits/employeebenefits.shtml> .

### **How to apply: Interested candidates please submit:**

Qualified applicants are invited to submit a cover letter, CV, and California state application <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) or mail to 210 King Street San Francisco, CA 94107.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**